

Reversing a posted JE

Once a JE has been "posted" to the General Ledger, any further edits to that JE cease. Occasionally, there may be a need to reverse a posted JE.

Several reasons for reversing are:

- JE contained many errors that need to be corrected
- JE was posted accidentally
- JE date and budget date don't match
- JE contained inaccurate ChartField information

Navigation

1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Journal Entry** menu.
5. Click the **Create/Update Journal Entries** menu.
6. Click the **Find an Existing Value** tab.
7. Input Journal ID and click **Search**.
8. Click **Lines** tab.

Lines tab

9. Click the **Process** drop down field.
10. Click the **Copy Journal** list item.
11. Click the **Process** button.

Journal Entry Copy screen

Journal Entry Copy		
Business Unit	UFLOR	
Journal ID	0002246084	
Journal Date	02/11/2015	
ADB Date		
Currency Effective Date		
Copy From ID	0002246084	Copy From Date 02/02/2015
Ledger		<input checked="" type="checkbox"/> Reverse Signs
New Ledger		<input checked="" type="checkbox"/> Recalculate Budget Date
Document Type		<input type="checkbox"/> Save Journal Incomplete Status

12. Input the **Copy From ID** value into the **Journal ID** field
Note: The Journal ID of the reversed copy must be the same as the original JE.
13. The **Journal Date**, must be different from the **Copy From Date** (original JE date).
14. Click the **Reverse Signs** check box. Click the **Recalculate Budget Date** checkbox
15. Click **OK** button.
16. Click in the **Header** tab.

Header tab

17. Input a full description of the reversal into the **Long Description** field.

Note: The description should indicate this JE is a reversal, include the original Journal ID, the date of the original journal and the reason for the reversal (e.g., "**Reversing JE # 0002246084 on 2/2/15, charged wrong account**").

18. Click the **Lines** tab.

Lines tab

19. Click the **Process** button to run Journal Edit and Budget check again.

20. Click the **OK** button.

21. Once the reverse copy has passed Journal Edit and Budget Check, and **V - V** displays in the Status columns - this JE is now ready for review and posting by the Core Offices and will negate the effect of the original JE.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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